

## Annexure -A

### Quotations are invited for monthly rent charges of 2- Photocopier machines with 2- Operators (Including 70 gsm papers)

Terms & Conditions are as follows:

- 1) Minimum Contract period is 2 Years (Machines + Well trained Operator) and 70 gsm Papers.
- 2) Extendable for another 1 year depending on performance and service quality.
- 3) Initial 2.4 Lakhs copies free per year (Including Papers) per machine.
- 4) Above 2.4 Lakhs copies charges payable per copy would be as follows:
  - A. A4 Printout & Xerox @ Rs.0.35 P/- 70 Gsm paper
  - B. A4 Colour Print out & Xerox @ Rs.5/- 100 Gsm paper
  - C. A3 Colour Print out & Xerox @ Rs.10/- 100 Gsm paper
  - D. A4 Colour Print out & Xerox @ Rs.10/-100 to 300 Gsm Card paper
  - E. A3 Colour Print out & Xerox @ Rs.15/-100 to 300 Gsm Card paper
- 5) A4, A3, Legal, Ledger etc. size papers are required for photocopy and printouts.
- 6) Computer Installation & Machine Maintenance will born by the Vendor.
- 7) Photocopier Machine minimum speed -35ppm.
- 8) University Students, faculties and office photocopy and print out account records will be maintained by Photocopier operator on daily basis and produce report on 2<sup>nd</sup> working day of next month.
- 9) Operator Timing: 8.45am to 6pm (Including Lunch Break 1pm to 1.30pm).